**Ministry of Gender Equality and Family Welfare**

**CIRCULAR NOTE No 2 OF 2021**

**Vacancy for the post of Stores Attendant**

Applications are invited from among qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Stores Attendant in the Ministry of Gender Equality and Family Welfare.

**II** **QUALIFICATIONS**

By selection from among serving employees in the permanent and pensionable establishment who –

1. possess the Certificate of Primary Education; and
2. have a good knowledge of stores duties and are familiar with common items of stores.

**Note**

In absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

Candidates should produce written evidence of any knowledge claimed.

**III DUTIES AND SALARY**

1. To be responsible to the Officer in Charge of Procurement and Supply Section for
2. opening and closing of stores apertures as required;
3. cleaning the stores premises;
4. collecting, loading, unloading and conveying stores items;
5. opening packages, crates and cases;
6. handling all stores items as required;
7. removing all packing materials and empty crates to appropriate places for their eventual disposal;
8. packing stores items as required;
9. collecting and dispatching stores correspondence as required;
10. placing and arranging items of stores on shelves and maintaining them clean and in order; and
11. assisting in any work relating to inventories and surveys.

1. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Stores Attendant in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale Rs 11,200 x 250 -11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,200.

**Appointment in a temporary capacity in the grade carries a flat salary of Rs 11,200 a month. However, in case candidates are drawing more than the initial salary of the post of Stores Attendant, they will retain the salary of their substantive post.**

**IV MODE OF APPLICATION**

1. Qualified candidates should submit their application on the prescribed application form available at the **Human Resource Section of the Ministry of Gender Equality and Family Welfare, 6th floor, Newton Tower, Sir W. Newton Street, Port Louis or on website of the Ministry at the following address:** [**http://gender.govmu.org**](http://gender.govmu.org)

2. Applications should be submitted **in duplicate** as follows:

(a) the original to be filled in by candidates at Part A and sent directly to the Human Resource Section of the Ministry of Gender Equality and Family Welfare, 6th floor, Newton Tower, Sir W. Newton Street, Port Louis **within the closing date**; and

(b) the duplicate through their respective Supervising/Responsible Officer who will forward it duly completed to theHuman Resource Section of the Ministry of Gender Equality and Family Welfare, 6th Floor, Newton Tower, Sir W. Newton Street, Port Louis, **within a week of the closing date**.

(c) Envelopes should be clearly marked on the top left-handed corner “Post of Stores Attendant, Ministry of Gender Equality and Family Welfare.”

3. The original of birth and educational certificates should **not** be submitted with the applications but applicants should produce these if and when called upon to do so.

**Important**

1. The completed forms should contain full details regarding the applicant’s previous experience, qualifications and any other information which would qualify him to carry out the duties of the post of Stores Attendant.
2. Qualifications obtained **after** the closing date will not be accepted. Only qualified persons should apply.
3. Incomplete, inadequate or inaccurate filling of the application form may cause elimination of the candidates from the selection exercise. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
4. Application **not** made on the prescribed form **will not be accepted**.
5. Application received **after** the closing date and time **will not be accepted**.
6. Non submission of written evidence of knowledge claimed may entail elimination of the applicant.
7. Only qualified candidates will be called for interview.
8. The Ministry reserves the right **not** to make any appointment following the advertisement.

**V** Heads of Ministries/Department should ensure that the contents of this Circular letter are brought to the attention of all eligible employees. In case of eligible employees who are on leave/overseas, Heads of Ministries/Departments should ensure that copies of this circular, together with the application form are dispatched to them on the very day on which this Circular reaches their Ministry/Department**.**

**VI CLOSING DATE**

Application should reach the **Permanent** **Secretary, Ministry of Gender Equality and Family Welfare, 6th floor, Newton Tower, Sir William Newton Street, Port Louis,** **not later than 3.30 p.m on Wednesday 17 March 2021.**

**Ministry of Gender Equality and Family Welfare, 6th floor, Newton Tower,**

**Sir William Newton Street,**

**Date: 24 February, 2021 Port Louis**